

ATTACHMENT J.4.28


**FERMCO HUMAN RESOURCES POLICY 109 - APPLYING FOR A POSITION
CONTAINED IN THE JOB OPPORTUNITY LISTINGS**

APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS

HR-0109

Effective Date: 09-26-97

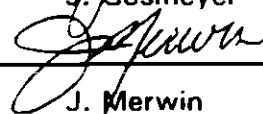
Originator (Subject Expert):


J. Gosmeyer

9/4/97

Date

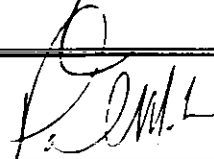
Checker Concurrence:


J. Merwin

9/5/97

Date

Approved By:


P. Mohr

9/5/97

Date

P. Mohr, Human Resources (HR) FAM

FERNALD ENVIRONMENTAL MANAGEMENT PROJECT

Fluor Daniel Fernald, Inc.
P. O. Box 538704
Cincinnati, Ohio 45253-8704

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	DOCUMENT NO: HR-0109	
	Date: 09-26-97	Revision No. 7
	Page 1 of 13	

ISSUE OF REVISION AND SUMMARY

Revision	Date	Description of Issue or Revision
0	04-12-94	New policy being issued in reference to applying for a position contained in the Job Opportunity Listing.
1	04-22-94	The policy has been revised to reflect the following changes: 1. Candidates may submit an Opportunity Interest Form directly to Employment with no supervisory signature. 3. Candidates who qualify to interview will receive notification from Employment that they must obtain their supervisor's signature.
2	08-26-94	The policy has been revised to reflect the following changes: 1. The Opportunity Interest Form will be available to employees on the cc:Mail Employment Opportunity Bulletin Board. 2. Starting with the date the employee accepts a new position as a result of a lateral or promotional move, the losing manager cannot hold the employee for more than 30 days.
3	02-24-95	The policy has been revised to reflect the following changes: Employee requisitions are not longer necessary if a position within a division is to be filled by an employee currently within the same division. 2. Lateral and promotional transfers require the losing managers authorization on the Opportunity Interest Form. 3. Employees may appeal, promotions only, by following the Open Door Policy, HR-101, if the losing manager fails to sign the Opportunity Interest Form. 4. If a position is vacated and the position cannot be filled within a division, a replacement employment requisition must be approved by the Office of the President.
4	06-16-95	The policy has been revised to reflect the following changes: The signature of the losing Administrative Division Manager is now required on the Opportunity Interest Form. This is in addition to the signature of the losing Administrative Supervisor/Manager.
5	11-01-95	The policy has been revised to reflect the change in procedure for applying for an internal position.
6	01-31-96	The policy has been revised for clarification purposes regarding the SOS On Call employee.
7	09-26-97	Revision to add the elements of the new staffing process; initiated by J. Merwin per WR-0408.

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	DOCUMENT NO: HR-0109	
	Date: 09-26-97	Revision No. 7
	Page 2 of 13	

I. PURPOSE

This document contains the Fluor Daniel Fernald (FDF) policy and procedure for posting Job Opportunity Listings and for applying for salaried positions shown in the listings.

II. DEFINITIONS

Administrative Manager/Supervisor - The individual responsible for maintaining the department personnel file, administering the salary, assessing the performance of the employee (when appropriate), and developing the expertise of the employee.

HR Generalist - The HR representative within each program/project who is responsible for coordinating all HR issues within the program/project (e.g., staffing, salary planning, benefits).

Lateral Transfer - Moving from one position to another position in the same career band, with the same or similar title, but in a different work group.

Promotion - Moving from one position to another position in a higher career band and/or different job family. This move is usually accompanied by a raise in pay grade.

Project Manager/Supervisor - The individual to whom an employee has been assigned for a specific assignment. Responsible for day-to-day management of employee during the assignment.

III. POLICY

A Job Opportunity Listing should be made available to FDF employees by Human Resources (HR) and HR Generalists. Managers/Supervisors shall give preference to existing, qualified FDF employees.

NOTE: It is not necessary to post a position if the employee is transferring with the concurrence of both the Releasing and Gaining Manager/Supervisor; however, a requisition would need to be completed for the file if the assignment is for a period longer than six months. The Administrative Manager/Supervisor is responsible for attaining and maintaining equal employment opportunity within his/her organization.

IV. PROCEDURE

A. POSTING REQUISITION

HR Generalist

1. When an approved personnel requisition is received, add the new job opening to the Job Opportunity Listings on the cc:Mail Employment Opportunities Bulletin Board within one day of receipt.

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS	DOCUMENT NO: HR-0109	
COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	Date: 09-26-97	Revision No. 7
	Page 3 of 13	

IV. PROCEDURE (cont.)

NOTE: Each open requisition for a position should include the requisition number, posting date, job classification, shift, division, department, HR Generalist, essential position duties, and eligibility requirements.

HR Administration (Employment)

2. Print out hard copies of the new Job Opportunity Listings each Friday.
3. Send a copy of the new Job Opportunity Listings to the various site locations.

B. APPLYING FOR AN OPEN POSITION

NOTE: An employee is eligible to bid on a posted salaried position if he/she has been in his/her current position at least one year, regardless of whether the current position is wage or salaried. An employee who has not been in his/her current position for one year, must have the approval signature of his/her current Manager/Supervisor and Level II Manager on the FS-F-3242-1, Opportunity Interest Form (Attachment A), to bid on a posted position.

NOTE: An on-call employee may bid on an open full-time Fluor Daniel Fernald (FDF) position after being an On-call employee for one year.

NOTE: Job Opportunity Listings are available electronically to employees on the cc:Mail Employment Opportunities Bulletin Board. A hard copy of the Job Opportunity Listings should be available from the HR Generalists and at the following locations:

- Security Access Trailer
- Springdale Center (Third Floor) - HR Administration (Employment)
- Uno and Dos Buildings
- Career Development Centers

Employee

1. Obtain an FS-F-3242-1.

NOTE: Forms are available electronically on the local area network (LAN) under the Standard Forms directory. A hard copy is available from the HR Generalists.

2. Complete the FS-F-3242-1.
3. If in a position less than one year, obtain the signature of his/her Manager/Supervisor and Level II Manager.

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	DOCUMENT NO: HR-0109	
	Date: 09-26-97	Revision No. 7
	Page 4 of 13	

IV. **PROCEDURE** (cont.)

4. Give one copy of the FS-F-3242-1 to current Administrative Manager/Supervisor.
5. Attach a copy of detailed resume to the original FS-F-3242-1.
6. Forward the FS-F-3242-1 (with resume attached) to the applicable HR Generalist.

HR Generalist

7. Review employee's qualifications, related experience, and education.

NOTE: Normally, only one promotional increase may be granted in a twelve-month period as stated in HR-200, Salary Administration.

8. Initiate an FS-F-4760, Job Opportunity Interest Status (Attachment B).
 - A. If employee is obviously not qualified for the position, send the completed FS-F-4760 to the ter stating the reason and end this procedure.

OR

- B. If employee appears to be qualified for the position, do the following:
 - (1) Send a copy of the FS-F-4760 along with the qualified resume; FS-F-3242-1; and an FS-F-4449, Interview Evaluation form (Attachment C), to the Hiring Manager/Supervisor.
 - (2) Send the original FS-F-4760 (stating paperwork has been sent to the Hiring Manager/Supervisor) to the employee.
 - (3) Send a copy of the FS-F-4760 to the employee's current Manager/Supervisor.
 - (4) Send a copy of the FS-F-4760 to the HR Generalist for the division in which the Employee currently works (if applying outside the division).

Hiring Manager/Supervisor

9. Determine if there is initial interest in the employee.
 - A. If there is no initial interest in the employee, do the following:
 - (1) Complete the Hiring Manager segment of the FS-F-3242-1 (indicating NO INTERVIEW).
 - (2) Inform HR Generalist and return all pertinent paperwork to the HR

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	DOCUMENT NO: HR-0109	
	Date: 09-26-97	Revision No. 7
	Page 5 of 13	

IV. **PROCEDURE** (cont.)

Generalist.

- (3) Initiate a new FS-F-4760 with appropriate response.
- (4) Send new FS-F-4760 to the employee and end procedure.

OR

Hiring Manager/Supervisor

- B. If there is initial interest in the employee, schedule an interview with the employee.
- 10. Interview employee.
- 11. Determine a recommendation for the employee.
 - A. If the recommendation is to not hire the employee, do the following:
 - (1) Complete the Hiring Manager segment of the FS-F-3242-1 (indicating DO NOT MAKE OFFER) and FS-F-4449, (indicating not RECOMMENDED FOR HIRE).
 - (2) Return FS-F-3242-1 and FS-F-4449 to HR Generalist.

HR Generalist

- (3) Initiate a new FS-F-4760 with appropriate response.
- (4) Send new FS-F-4760 to employee and end procedure.

OR

Hiring Manager/Supervisor

- B. If the recommendation is to hire the employee, do the following:
 - (1) Complete the Hiring Manager segment of the FS-F-3242-1 (indicating MAKE OFFER) and FS-F-4449 (indicating RECOMMENDED FOR HIRE and RECOMMENDED SALARY).
 - (2) Return FS-F-3242-1 and FS-F-4449 to HR Generalist.

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	DOCUMENT NO: HR-0109	
	Date: 09-26-97	Revision No. 7
	Page 6 of 13	

IV. **PROCEDURE** (cont.)

HR Generalist

12. Determine salary (with assistance from HR Total Compensation, if needed).
13. Complete as much of Section V (HIRE/SALARY APPROVAL) of the original FS-F-4742, Staffing Requisition (Attachment D), as possible.
14. CC:Mail current and new position information to Medical Services.

NOTE: Medical must be notified of all internal transfers, prior to transfer date.

15. Mail, hand carry, or FAX the FS-F-4742 (stamped "CONFIDENTIAL") to Hiring Manager/Supervisor for signature.
16. Obtain the necessary signatures and dates in the SALARY APPROVAL SIGNATURES Section of the FS-F-4742, which follows Section V.
17. Contact the Releasing Manager/Supervisor to inform him/her that an offer is going to be made.
18. Contact employee and make verbal offer.
19. Note that offer was extended in Section V of the FS-F-4742.
20. Allow three business days for an answer.

A. If employee rejects offer, do the following:

- (1) Inform Hiring Manager/Supervisor.
- (2) Update Employee System section of the Integrated Project Execution (IPEX) to include rejection of the offer by the employee.
- (3) Note rejection on the FS-F-4742.
- (4) End this section.

OR

B. If employee accepts offer, note acceptance on the FS-F-4742.

21. Complete a new FS-F-4760 for each employee who was interviewed but not selected, noting this on the form.
22. Send a copy of the FS-F-4760 to employee(s) who was not selected.

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	DOCUMENT NO: HR-0109	
	Date: 09-26-97	Revision No. 7
	Page 7 of 13	

IV. PROCEDURE (cont.)

- Manager/Supervisor) to the employee who was selected.
24. Copy the Releasing Manager/Supervisor (with new salary blacked out) on the "Internal Transfer" memo.
- NOTE: The Releasing Manager/Supervisor cannot hold an employee any longer than thirty calendar days from the day the offer was accepted.**
25. Copy the Hiring Manager/Supervisor on the "Internal Transfer" memo.
 26. Establish a starting date (within thirty days of acceptance date), which coincides with the beginning of a pay period.
 27. Enter the information for the selected employee's new position into the Employment System section of IPEX, indicating "SELECTED PENDING" on the applicant disposition screen.

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	DOCUMENT NO: HR-0109	
	Date: 09-26-97	Revision No. 7
	Page 8 of 13	

IV. **PROCEDURE** (cont.)

B. If there are no special requirements, continue procedure.

31. Make copy of the complete requisition file and file it with the closed requisitions.

32. Send the requisition file to HR Administration (Records).

NOTE: This requisition file includes the FS-F-3242-1, FS-F-4449, and the FS-F-4742.

HR Administration (Records)

33. Update CYBORG database with new job information from FS-F-4742.

34. Make a copy of the FS-F-4742.

35. Send the copy of the FS-F-4742 to HR Total Compensation.

36. File the requisition file with the permanent records of the employee.

HR Total Compensation

37. Balance salary budget.

38. File the copy of the FS-F-4742 in the employee's compensation file.

HR Generalist

39. Thirty days after closing, send the requisition file (from step 31 of Section IV) to HR Administration (Employment).

NOTE: This file contains the FS-F-3242-1, FS-F-4449, and FS-F-4742 plus information on all applicants who were not selected for the position.

HR Administration (Employment)

40. File the closed requisitions.

41. After one year, archive the closed requisitions.

V. **EXCEPTIONS** - Must be approved by the HR Program Manager

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	DOCUMENT NO: HR-0109	
	Date: 09-26-97	Revision No. 7
	Page 10 of 13	

ATTACHMENT A - OPPORTUNITY INTEREST FORM (cont.)
(Sheet 2 of 2)

OPPORTUNITY INTEREST FORM (cont.)	
<u>CURRENT INFORMATION</u>	
Your Name: _____ Mail Stop: _____ Badge #: _____ Phone #: _____	
Official Job Title (per profile form): _____	
Grade: _____	
Effective start date of current position: _____	
Division: _____	
Department: _____ Section: _____	
Employee: _____	_____/_____/_____ Date
Signature**	
Administrative Manager/Supervisor's Name: _____ MS # _____	
Administrative Manager/Supervisor's Phone #: _____	
**NOTE: Administrative Manager/Supervisor and Administrative Level I Manager signature is required only if you have been in your current position less than 12 months.	
Administrative Manager/Supervisor: _____	_____/_____/_____ Date
Signature*	
Administrative Manager: _____	_____/_____/_____ Date
Signature*	
* NOTE FOR MANAGER/SUPERVISOR: Signing of this form indicates that you are willing to release the employee should he/she be made an offer on the position.	

TO BE COMPLETED BY HIRING MANAGER/SUPERVISOR only - (Must be completed in detail for all candidates BEFORE an offer will be extended to chosen candidate.)	
INTERVIEWED YES <input type="checkbox"/> NO <input type="checkbox"/>	
MAKE OFFER YES <input type="checkbox"/> NO <input type="checkbox"/>	
If answering No to either of the above, please explain: _____	

Hiring Manager/Supervisor: _____	_____/_____/_____ Date
Signature	

RETURN TO: _____ at MS 81-1	

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	DOCUMENT NO: HR-0109	
	Date: 09-26-97	Revision No. 7
	Page 11 of 13	

ATTACHMENT B - JOB OPPORTUNITY INTEREST STATUS

Date: _____

JOB OPPORTUNITY INTEREST STATUS		
NAME:	MS:	REQ NUMBER:
TITLE:		
<div style="margin-bottom: 10px;"> <input type="checkbox"/> Your Job Opportunity Interest Form has been received and has been forwarded to the Hiring Manager/Supervisor. </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Your Job Opportunity Interest Form has been received. Unfortunately, you do not meet the <i>minimum</i> requirements established for this position as noted below. Thank you for your interest. <div style="margin-left: 20px;"> <input type="checkbox"/> Educational requirements and/or years of related experience <input type="checkbox"/> Testing requirements. </div> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> You were one of the several qualified candidates, however the Hiring Manager/Supervisor has narrowed the selection of those candidates whose background & qualifications more closely meet the needs of the position. Thank you for your interest. </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Thank you for taking time to interview with the Hiring Manager/Supervisor. While you undoubtedly possess many fine qualities and abilities, the Hiring Manager/Supervisor has selected another candidate for the position. This is by no means a reflection on your accomplishments. Once again, thank you for your interest. </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Unfortunately, we received your Opportunity Interest form too late; this position has already been filled. </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> This position has been canceled before possible candidates could be evaluated. </div>		
<p><i>Thank you for your interest in one of our open internal positions. The status of your request for consideration is noted above. If you have any questions, or if you would like to have more details regarding the above message, please feel free to contact your Human Resource Generalist,</i></p> <p style="text-align: right;">_____, at extension _____</p>		

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	DOCUMENT NO: HR-0109	
	Date: 09-26-97	Revision No. 7
	Page 12 of 13	

ATTACHMENT C - INTERVIEW EVALUATION

INTERVIEW EVALUATION	
Candidate Name:	Interview Date:
Position:	Interviewer (print & initial):
Requisition #:	Phone #:

MINIMUM REQUIREMENTS			
	Exceeds	Meets	Below

Educational Background: ☐ Exceeds ☐ Meets ☐ Below
 (degree, training)
 Comments: _____

Experience: ☐ Exceeds ☐ Meets ☐ Below
 (relevance, accomplishments)
 Comments: _____

	SUPERIOR	ABOVE	AVERAGE	BELOW	AVERAGE	POOR
--	----------	-------	---------	-------	---------	------

Communication Skills: ☐ Superior ☐ Above ☐ Average ☐ Below ☐ Average ☐ Poor
 (verbal, written, persuasive)
 Comments: _____

Special Achievements: _____ (COMMENTS ONLY)
 (projects, initiative, drive, outcome)
 Comments: _____

Overall Evaluation: ☐ Superior ☐ Above ☐ Average ☐ Below ☐ Average ☐ Poor
 (strengths, weaknesses)
 Comments: _____

Additional Comments: _____

TO BE COMPLETED BY THE HIRING MANAGER/SUPERVISOR

RECOMMENDED FOR HIRE: <input type="checkbox"/> YES <input type="checkbox"/> NO	Hiring Manager/Supervisor: _____ Date: _____
If yes, position (if different than above): _____	
Recommended Salary: _____	
If no, please specify reason for rejection: _____	
<input type="checkbox"/> REFER TO OTHER DIVISIONS (Please specify) _____	
<input type="checkbox"/> HOLD FOR FUTURE CONSIDERATION UNTIL (Date) _____	

Title: APPLYING FOR A POSITION CONTAINED IN THE JOB OPPORTUNITY LISTINGS COMPLIANCE WITH THIS PROCEDURE IS MANDATORY WHILE PERFORMING THE ACTIVITIES WITHIN ITS SCOPE	DOCUMENT NO: HR-0109	
	Date: 09-26-97	Revision No. 7
	Page 13 of 13	

ATTACHMENT D - STAFFING REQUISITION

Requisition # _____

STAFFING REQUISITION

SECTION I - TO BE COMPLETED BY REQUESTOR

Admin. OBS #:	Project:	Dept:	Section:	Date Prepared:
Project OBS #:	Project:	Dept:	Section:	Location:
Hiring Manager or Supervisor \ Phone:		Reporting Manager or Supervisor \ Phone:		
Job Classification:	Job Family:	Job Title:	Job Code:	Career Band:

Category:

☐ On-Call
 ☐ Intern
 ☐ Co-Op
 ☐ IGUA
 Shift _____
 ☐ New Position
 ☐ Parent Company/TP

☐ Full-Time
 ☐ Part-Time
 ☐ FATLC Union, Local _____
 Replacement for: _____
 Disposition of Incumbent _____

Will Relocation Assistance be required? ☐ YES ☐ NO (Relocation Assistance provided for Long-Term/Full-Time support only) _____ Charge No. _____

If so, please provide: ☐ Basic Relocation Assistance (Assignment < 3 years) ☐ Home Buy/Sell Assistance (Assignment > 3 years)

Cognizant Level I Management Authorization: _____

Period of Assignment: _____ Requested Start Date: _____ Estimated Completion Date: _____

SECTION II - TO BE COMPLETED BY REQUESTOR

ESSENTIAL JOB FUNCTIONS:

NON-ESSENTIAL JOB FUNCTIONS - (Desirable, yet not essential function of the position):

EXPERIENCE, EDUCATION, AND SPECIAL SKILLS - REQUIREMENTS:

VALUE ASSESSMENT (SUMMARY):

POTENTIAL CANDIDATES (IF KNOWN)

SECTION III - COMPLETE FOR PARENT COMPANY/TP EMPLOYEES ONLY

Actual Arrival Date: _____ ☐ NEW ☐ EXTENSION ☐ REVISION

Employee Name: _____

Has the employee had a break in service of 60 days? _____ When was the employees' last day here? _____

Has the employee had a previous Fluor Daniel Fernald assignment? _____

Estimated hours to be charged to project _____

Is employee's base salary \$100K or above? ☐ YES ☐ NO

If yes, is more than 50% of the employee's time, within a 1 year period being charged to the project? ☐ YES ☐ NO